



EXCHANGE DEPARTMENTAL RESOURCE ACCOUNT REQUEST

A departmental resource is an Exchange account for a room or piece of equipment and may be scheduled just like other participants in meeting requests. Departmental resource accounts must be renewed each year. Information about Exchange departmental accounts is online at www.ku.edu/exchange/faqs/deptaccts.shtml. If you have any questions, please contact the IT Customer Service Center at 785-864-8080.

Return the completed form to IT Account Management, by campus mail or fax at 785-864-0485.

Resources—Rooms

Account names will be a combination of building and room number, example: Room 22 Strong would have the Exchange account of "ST_22".

Building	Room #	Password	Display Name*	Add	Remove
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Resources—Equipment

Account names will be a combination of department name and item, example: Information Technology Laptop would have the Exchange account of "IT_Laptop".

Department	Item	Password	Display Name*	Add	Remove
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

* Display name is the name that will appear in Outlook's Global Address List

Requested by: _____ Department: _____

Campus Phone: _____ Cost center number: _____

Signature: _____ Campus Phone: _____
(Fund Administrator) (Fund Administrator)

Name: _____ Date: _____
(Print or type Fund Administrator)

Please notify me by email when the account has been created or removed. _____
(Campus Email address)

For IT Account Management Only:

Account Created by: _____ Date Processed: _____ Notified Date: _____